DOCUMENT RESUME

ED 073 324 VT 019 340

AUTHOR	Baslyk, Lydia, Comp.
TITLE	Annotated Bibliography on Career Education.
INSTITUTION	Rhode Island Coll., Providence. Curriculum Resources Center.
PUB DATE	Feb 73
NOTE	24p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Abstracts; *Annotated Bibliographies; Audiovisual Aids; Books; *Career Education; *Curriculum Development; Humanities; *Instructional Materials; Microfiche; *Vocational Development; Vocational Education
IDENTIFIERS	Career Awareness

ABSTRACT

This annotated bibliography on career education provides descriptions of materials available at the Curriculum Resources Center, grouped into these categories: (1) books, (2) cassettes, (3) filmstrip kits, (4) guidebooks for curriculum development, (5) microfiche, (6) multimedia kits, and (7) bibliographies. Each annotation mentions, as appropriate, the topics covered in the document, the purpose of the document, the target audience, local catalog numbers and the type of document. (AG)

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CURRICULUM RESOURCES CENTER
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ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION

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February, 1973

VT019340

ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION

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BOOKS

T
Career Dev.
Sec.
R. Rosen
1965-1968

Your Future In.....

Richards Rosen Press, Inc.
New York 10, New York

This is a series of 36 books in career education published between 1965 and 1968. Each book gives information and advice about one specific career; thus, 36 careers are treated in this series. The titles below will indicate what they are. Some topics that each book covers are the following:
(a) describes the work that is involved
(b) the qualifications needed for employment
(c) the kind of people working in the area
(d) the pay, the benefits, and the opportunities
(e) what the future looks like
(f) the kind of organization it is and some history of it.

Accounting
Advertising
Aerospace Technology
Air Force
Airline Stewardess
Architecture
Army
Automotive Industry
Banking
Chemical Engineering
Civil Engineering
Credit Field
Dietitian
Electronic Engineering
Elementary School Teaching
Fashion Design
Federal Government
Foreign Service
Hospital Administration
Industrial Engineering
Insurance
Journalism
Law Enforcement
Marketing
Meteorology
Music
Navy
Nuclear Energy Fields
Pharmacy
Optometry
Photography
Printing
Public Relations
Real Estate
Social Work
Television

T
Career Dev.
Follett
1968

The Turner Career Guidance Series and Teacher's Guide

Richard H. Turner
Follett Educational Corp.
Chicago 1967

The 6 books in this series provide a continuous story of the practical job experiences of several young men and women. Each book deals with a major concern of occupational and career experience: identifying aptitudes,

skills and abilities; taking on-the-job training; working at a specific occupation; seeking a new job through necessity; developing skills and responsibility; and finding satisfaction in a career. The series provides background and information on the qualifications, education, training, and expectations in many occupational fields. In addition, it presents information on the forms, procedures, and operations of the world of work.

Book 1 - Wanting a Job
Where to begin in finding a job, career objectives, aptitudes and attitudes. Social Security, personal history forms, employment agencies, the interview.

Book 2 - Training for a Job
Trainees, apprentices, and beginning workmen, the job application, fringe benefits, reading help wanted advertisements, job skills, and job descriptions.

Book 3 - Starting a Job
Job ratings, personal budgets, managing money, the pay envelope, deductions, hospitalization insurance, unions, automobile and motorcycle licensing and procedures.

Book 4 - Looking for a Job
Job misfortunes and what to do about them, personnel agencies, letters of application and recommendation, help wanted ads, the small business, improving skills.

Book 5 - Holding a Job
Good working habits, job conditions, commuting, jobs in business and industry, domestic and employment crises and how to handle them.

Book 6 - Changing a Job
Changing jobs for career satisfaction and long-range goals, union practices, skilled workers, pay rates, job experience, and work maturity.

T
Bus.Gen.
Iowa
1963

The Young Woman in Business

Ben Bailey McLean and Jeanne Paris
Iowa State University Press
Ames, Iowa

What makes a woman successful in business? How do women get positions with prestige, good salaries, and an opportunity to be of real service? How does she start? What are the rules of the game? What are your chances of success? This book answers these questions, based on the experiences as well as the suggestions of successful women in many lines of work.

CASSETTES

The Trouble with Training Today

Donald A. Young

Ed. Tech. Audio Tape Service
Series B
Aspects of Ed. Tech.
No. 7 - 1970

This 50-minute cassette reports on the failure of training, particularly in the Management and Supervisory area. It tells of the degree of failure and it explores in some detail the reasons for this failure. Suggestions for improving training programs are offered.

Training the Disadvantaged for Jobs

Alan L. Hanline

Ed. Tech. Audio Tape Service
Series B
Aspects of Ed. Tech.
No. 8 - 1969

This 50-minute cassette is a report on a training program for the disadvantaged; that is, those who exhibit anti-social behavior. The program is at the Clearfield Job Corps Center in Clearfield, Utah. The report describes somewhat the psychology of the disadvantaged, why they fail in regular programs, and how job-training programs can be made more suitable and more successful for them. The importance of motivation and teacher's attitudes towards these trainees is stressed. All factors which contributed to the success of this program are given.

FILMSTRIP KITS

We have 6 of these kits, made up of filmstrips and cassettes. They are for the use of high school students and come from

Guidance Associates
Harcourt, Brace and World
Pleasantville, New York 10570

T
Guidance
Filmstrip &
Cassette
Harcourt, Brace
and World
1968

Careers in Materials Engineering - The Aerospace Age

1 Filmstrip
1 Cassette
Running time: 30 minutes

The filmstrip begins with reminders of the Stone Age and points out how man has progressed and will progress. It speaks of the vast amounts of metal used in the U. S.--from your wristwatch to space rockets and capsules. Therein lies the importance of technicians and engineers. This kit outlines very many specific technicians' jobs. It gives a very good idea of what is involved in technical work in materials, metallurgy and space technology.

T
Guidance
Filmstrip (2)
Cassette (2)
Harcourt, Brace
and World
1968

Choosing Your Career

2 Filmstrips
2 Cassettes
Running time: 1 hour

"Choosing Your Career" exposes the high school student to the various career environments open to him and illustrates a systematic method for approaching this question of the future. The emphasis in "Choosing Your Career" is placed upon self-evaluation, classification of information, and exposure to relevant career possibilities. The student is made to see that a close examination of himself and his daily life, his courses, his goals, his activities, and his role as a citizen of the community will reveal certain patterns of interest and talent which should be used as guidelines in choosing and preparing for a career.

T
Guidance
Filmstrip (2)
Cassette (2)
Harcourt, Brace
and World
1965

If You're Not Going to College

2 Filmstrips
2 Cassettes
Running time: 1 hour

The first part explains why everyone does not have to go to college today. There are unlimited opportunities for high school graduates. The hundreds of opportunities are explored. Also included is advice on how to go about "finding a job", and how to conduct oneself during an interview. Part 2 speaks of the tempo of rapid change in industry, and the importance of finding a job in an area that will not be obsolete in a few months. It tells of how to find such an area. Many specific jobs are mentioned, as well as what training is required for them, and where to get this training. Some of the general areas dealt with in this kit are clerical, construction, merchandising, manufacturing, airspace technology, nursing, etc.

T
Guidance
Filmstrip &
Cassette
Harcourt, Brace
and World
1968

A New Look at Home Economics Careers

1 Filmstrip
1 Cassette
Running time: 30 minutes

This filmstrip helps to alert the high school student to the various job opportunities in the Home Economics area. The student will become aware of the many possible avenues in various areas from consumer economics to research economics. The filmstrip also indicates what the college program consists of for specific jobs, what opportunities presently exist in these careers, and what salaries can be expected.

T
Guidance
Filmstrip (2)
Cassette (2)
Harcourt, Brace
and World
1968

Overview of Technical Education

2 Filmstrips
2 Cassettes
Running time: 1 hour

This kit explores vigorously all the jobs and careers available through vocational-technical education. It speaks of industrial technicians, civil technicians, and mechanical technicians. Within these general categories are innumerable opportunities in marketing, health and medical care, teaching, supervisory and managerial positions and many others. Information about post high school education is given as well as information about the preparatory high school courses needed for the 2-year college education. It also deals with training programs in adult education.

T
Guidance
Filmstrip &
Cassette
Harcourt, Brace
and World
1964

Your Future in Elementary Education

1 Filmstrip
1 Cassette
Running time: 30 minutes

Teaching a specific subject as language arts or mathematics is not the only possible kind of work in the field of elementary education. This kit explores the many other opportunities. It describes the tasks involved and the preparation needed to perform them.

GUIDEBOOKS FOR CURRICULUM DEVELOPMENT

255
37-0
Pawt.,R.I.
1970

Career Development

Pawtucket Model Cities Agency
Pawtucket, Rhode Island

A Human Resources Career Development Model for Pawtucket, R. I. in conjunction with the Model Cities Agency. This book is a program designed for "Career Orientation" for elementary schools--public and parochial. It also includes reports of orientation from several schools in Pawtucket.

255
37-5
1971

Career Development

Pawtucket School Department
Pawtucket Model Cities Agency

A human resources career development model for Pawtucket, R. I. in conjunction with the Pawtucket Model Cities Agency. This is a copy of the proposal for an exemplary vocational program in the Pawtucket School Department, with a primary focus on students enrolled in schools in the Model neighborhoods. This program involves a variety of approaches and methods to provide -

(a) in elementary schools, broad occupational orientation experiences,
(b) in middle schools, a study of and exploratory experiences with occupational families, including a study of career opportunities and preparation needed in these fields,
(c) counseling for grades 1 through 12,
(d) organization and availability of intensive training programs for students nearing graduation and for students who have elected not to complete high school.

255
37-0
Pawt., R.I.
1970
Part I and
Part II

Career Development - Joint Venture "In" and "After" School Program

Pawtucket School Department
Henry J. Winters
M. Virginia Cunningham
Elementary Schools

These 2 curriculum guides, Part 1 and Part 2, describe a "Joint Venture", which is a program designed to use shops in the junior high schools after the regular

school day and make the facilities available to the elementary students as part of their "In" school learning process. Operational procedures, behavioral objectives, methods in teaching and in evaluation are stated.

255
37-0
Pawt.,R.I.
1970

Career Education - Totally Effective Program in "Curricular Approach"

Pawtucket School Department

This guidebook describes the organization of "Career Education" courses which are replacing "general courses" in the Pawtucket School System. This new concept offers to all students, 4 main "cluster concepts" as electives.

255
37-5
Pawt.,R.I.
1970

Career Development - A Unit in Construction

Pawtucket School Department
Jenks-Slater Jr. High Program

This curriculum design handbook describes the project designed to develop career opportunities in construction. It is specifically designed for the 7th, 8th, and 9th grades at Joseph Jenks Junior High School and Samuel Slater Junior High School.

255
37-0
Pawt.,R.I.
1970

Career Development - A Unit in Early American Construction

Pawtucket School Department
Henry J. Winters Elementary School

This is a curriculum guide of a project designed to help students from the primary grades through to the 6th grade. It does this "through an inquiring attitude and awareness" of the early American homelife and work.

255
37-1
U.S.Dept.
of H.E.W.
1971

Career Education

U. S. Department of Health, Education, and Welfare
Washington, D. C.

This 10-page publication is an outline of the concept of "Career Education". It describes briefly the concept, its goals, its costs, meaning to education, etc.

255
37-0
U.S.O.E.
1971

Career Education in the Environment and Supplement

United States Office of Education
Division of Vocational and Technical Information
Washington, D. C. 20006

This handbook is designed to be used in secondary schools to explore environmental problems and emerging career opportunities in this field. It sketches the nature and extent of environmental degradation, provides reasons for this world-wide condition, and projects specific and general solutions. Included is a comprehensive chapter on career possibilities in environmental occupations. Of interest is chapter 3, which contains 2 courses in environmental education. For these courses, lesson plan, teacher's manual, and student readings are provided. One course is a 3-week course; the other is semester length.

The supplement contains a listing (addresses) of special programs throughout the United States in environmental and career education.

255
37-1
Delmar
1970

Distributive Education - Work Experience Manual

Patrick A. Carlo
Dennis H. Murphy
Wesley R. Scott

Delmar Publishers
Albany, New York 12205

This is a work experience manual for those interested in the business world--in the selling, advertising, and merchandising aspects of it. It contains detailed and specific information about many aspects of business from application forms to adjustment and complaint forms.

255
37-0-1
U.S.Dept.
of Labor
1972

Manpower Report of the President

United States Department of Labor
Washington, D. C.

This report is to help the Nation's understanding of Manpower problems and issues and to point the way toward achievement of our human resources developmental

goals. It describes the origin and the goals of Manpower policy, the employment and unemployment record, recent developments in manpower programs, and Manpower issues in the professions and higher education. Chapter 4 of this report is perhaps of most interest to this bibliography. It is entitled, "New Perspectives on Youth Unemployment". Among the many dimensions of this problem that are treated with in this chapter, Career Education is one.

255
37-0
U.S.O.
of Ed.
1971

Marland on Career Education

United States Department of Health, Education and Welfare
Office of Education
Washington, D. C.

This article is a reprint from American Education. It is an interview with U. S. Commissioner of Education, Dr. Sidney P. Marland, Jr. He responds to some of the questions most frequently asked about "career education", as selected and posed to him by the editors of American Education.

255
37-1
S.R.A.
1960

What Could I Be? and Teacher's Manual

Walter M. Lifton
Science Research Associates, Inc.
259 East Erie Street
Chicago 11, Illinois

This is a 30-page booklet, workbook type, that should help youngsters in the elementary grades to discover the world of work and discover themselves in relation to it.

MICROFICHE

ERIC (Educational Resources Information Center)
Office of Education
Washington, D. C.

ED 001 452
1965
Fiche 2

Preparing Pupils for the World of Work. Detroit Public Schools. (Detroit Public Schools, Detroit, Michigan) 1962. 81p.

ED 002 848
1967
Fiche 11

A Study of the Vocational and Educational Interests of Junior High School Boys and Girls by Krippner, Stanley, Northwestern University, Evanston, Illinois. 1961. 661p.

ED 003 494
1967
Fiche 2

New Horizons in Developing Vocational Educational Programs in Small High Schools in Small Districts by Green, John A. and others, Idaho University, Moscow. 1965. 87p.

ED 010 087
1966
Fiche 6

Project Talent, 1-year Follow-up Studies by Flanagan, John C. & Cooley, William W., University of Pittsburg, School of Education. 387p.

ED 010 282
1967
Fiche 5

Career Development by Fribbons, Warren D. & Lohnes, Paul R., Regis College, Weston, Massachusetts. 1966. 302p.

ED 010 623
1967
Fiche 1

Techniques for selecting and presenting occupational information...etc. by Briggs, Leslie J. & Norris, Eleanor I. American Institute for Research in Behavioral Sciences 30 Nov. 66. 23p.

ED 011 039
1967
Fiche 2

Systems under Development for Vocational Guidance, A Report of a Research Exchange Conference (Ohio State University, Columbus, CTR., Voc. and Tech. Ed.) 19 Aug. 66. 70p.

ED 011 548
1967
Fiche 2

Attitudes of Public School Personnel Towards the Introduction to Vocations Program in North Carolina by Clary, Joseph Ray, North Carolina University, Raleigh, N.C. State Univ., RS-2, North Carolina State Board of Education, Raleigh. 1967. 87p.

ED 011 922
1967
Fiche 3

Guidance in Vocational Education...Guidelines for Research and Practice...etc. by Campbell, Robert E., Ed., Ohio State University, Columbus, CTR. Voc. and Tech. Ed. Vocat-Educ-Lead Study 1966. 190p.

ED 012 934
1968
Fiche 2

Project P.A.C.E. (Preparing Aspiring Career Education), Goff, William and others. Dayton City School District, Ohio. Pub. Date 30 June 1967. 70p.

ED 013 456
1968
Fiche 3

Developmental Career Guidance in Action, The First Year. Leonard, George E., Wayne State University, Detroit, Michigan. 158p.

ED 014 736
1968
Fiche 1

Occupational Information in Guidance Practice Viewed in the Perspective of Vocational Development Theory and Research. Borow, Henry. May 1966. 14p.

ED 017 942
1967
Fiche 1

Career Development Concepts--Significance and Utility. Bailey, John A., Nevada University, Reno College of Education. October 1967. 19p.

ED 018 580
1968
Fiche 1

What Kinds of Occupational Information Do Students Need? Altman, James W. 11p.

ED 019 507
1968
Fiche 1

A Regional Institute to Aid Improvement of Instructional Practices, Materials and Student Experiences for Co-ordinators and Instructors of Voc., etc. Blair, M. New Jersey State Department of Education. 1968 57p.

ED 019 472
1968
Fiche 1

The Development and Demonstration of Unified Vocational-Technical Education Programs in Small Rural Area High Schools. Final Report of Project 601. Sweaney, H. Paul, Michigan State University. 1967. 16p.

ED 021 068
1968
Fiche 8

V.I.E.W. (Vocational Information for Education and Work) Utah Research Coord. Unit for Vocational and Technical Education, Utah State Department of Employment Security. 490p.

ED 022 056
1969
Fiche 9

An Experimental Junior High School Course in Occupational Opportunities and Labor Market Processes. Final Report. Darcy, R. L., Ohio University, Athens. June 1968. 611p.

ED 022 219
1969
Fiche 3

Career Development Activities, Grades 5, 6, 7. Abington School District, Pa. Spons. Agency, Office of Education (DHEW), Washington, D. C. 1968. 146p.

ED 022 724
1969
Fiche 3

An Experimental Study of Professional Education for Secondary Teachers. Final Report. Sandefur, J. T. and others, Kansas State Teachers College, Emporia. July 1967. 150p.

ED 023 921
1969
Fiche 1

Vocational Education for Rural Youth. Utah Research Coordinating Unit for Vocational and Technical Ed., Salt Lake City. Rohde, N. & Hall, L. 1968. 41p.

ED 024 767
1969
Fiche 2

Development and Evaluation of an Experimental Curriculum for the New Quincy (Mass.) Vocational-Technical School Development and Tryout of a Junior High School Student Vocational Plan, etc. Hudak, Butler. 30 June 1967. 88p.

ED 024 810
1969
Fiche 2

Sources of Occupational Information. Farrier, Randolph, Ed., Ohio State Department of Education, Columbus. Division of Guidance and Testing. May 1968. 82p.

ED 024 965
1969
Fiche 4

Teacher's Guide to Self Understanding Through Occupational Exploration (SUTOE). Oregon State Department of Education, Salem Division of Community Colleges and Vocational Education. 1968. 168p.

ED 025 652
1969
Fiche 2

Manpower Education in a Growing Economy. Darcy, R. L., Powell, P. E. Ohio University, Athens. CTR. for Economic Education. August 1968. 71p.

ED 026 532
1969
Fiche 3

A Guide for Developmental Vocational Guidance. Grades K-12. Oklahoma State Department of Education, Oklahoma City. Department of Vocational Technical Education. 1968. 168p.

ED 026 534
1969
Fiche 3

Vocational Guidance in Secondary Education. Results of a National Survey, Research 36. Campbell, Ohio State University, Columbus. CTR. for Vocational and Technical Education. December 1968. 180p.

ED 026 698
1969
Fiche 1

Theories of Career Development. A Comparison of the Theories. Osipow, Samuel H. 1968. 16p.

ED 027 432
1969
Fiche 1

Using Existing Vocational Programs for Providing Exploratory Experiences. Albracht, James, and others. West Virginia College, Carrollton. August 1968. 7p.

ED 029 343
1963
Fiche 1

Orienting Students to the World of Work Using the Data-People-Things Conceptual Framework and the Ohio Vocational Interest Survey. Winefordner, David W. American Personnel and Guidance Association, Washington, D. C. 1 April 1969. 20p.

ED 029 345
1969
Fiche 1

The Relevance of Occupational Information to Career-Choice Theory and Decision-Making. Bailey, John A. American Personnel and Guidance Association, Washington, D. C. 30 March 1969. 14p.

ED 030 720
1969
Fiche 1

The "Project Able" Student Vocational Plan (Interim Product) American Institute for Res., Pittsburgh, Pa. 32p.

ED 030 733
1969
Fiche 2

A Survey of the Literature on Philosophies and Approaches to Career Development. Morris, Eugene E., Ed. North Bay Pace Center, Napa, California. February 1969. 111p.

ED 032 427
1970
Fiche 2

Vocational Development of Disadvantaged Jr. High School Students. Final Report. Research Series No. 41. Campbell. Ohio State University. August 1969. 91p.

ED 032 582
1970
Fiche 2

Between Education and the World of Work, The Image of the World of Work. Occupational Educ. Program. Bush, Rocky Mountain Educ. Lab., Inc., Colorado. February 1969. 122p.

ED 033 237
1970
Fiche 34

Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Research and Related Materials in Vocational and Technical Educ., Ohio State University, Columbus. Fall 1969. 364p.

ED 033 255
1970
Fiche 1

Orientation Approaches to Increase Student Awareness of Occupational Options. Sloan. ERIC Clearinghouse on Counseling and Personnel Services, Michigan. November 1969. 16p.

ED 034 227
1970
Fiche 4

Teacher's Guide to SUTOE (Self Understanding Through Occupational Exploration) Parnell, Dale, and others. June 1969. 201p.

ED 034 880
1970
Fiche 3

Occupational Ed. Program. Image of the World of Work. Vol. 1. Description of Teacher Orientation Activities, Treatment Description. Colorado. August 1969. 130p.

ED 034 884
1970
Fiche 3

Occupational Ed. Programs. Image of the World of Work. Vol. III. Lesson Plans. Resource File. Colorado. State Univ., Ft. Collins, Rocky Mountain Ed. Lab., Inc. Greeley, Colorado. August 1969. 128p.

ED 034 885
1970
Fiche 3

Occupational Ed. Programs. Image of the World of Work. Vol. II. Dev. of Instruments and Evaluation. Colorado. State Univ., Ft. Collins, Rocky Mountain Ed. Lab., Greeley, Colorado. August 1969. 154p.

ED 035 942
1970
Fiche 1

Evaluation of the Career Development Laboratory, Sayre Junior High School. Jackson, James S., Jr. and others. Philadelphia School Dist., Pa. Office of Research and Evaluation. October 1969. 51p.

ED 038 511
1970
Fiche 2

The World of Work. Increasing the Vocational Awareness of Elem. School Children. A Guidebook for Teachers and Guidance Counselors. N. J. State Dept. of Ed. Trenton Div. of Voc. Ed. July 1969. 65p.

ED 042 217
1970
Fiche 3

Facilitating Career Development. An Annotated Bibliography. Final Report. Bailey, Larry J., Ed. Illinois State Board of Vocational Education and Rehabilitation. Springfield. July 1970. 137p.

MULTI-MEDIA KITS

T
Career Dev.
Sec.
Kit
Ed. Prog. Corp.
1970

Career Development Laboratory and Guide

Educational Progress Corporation
8538 East 41st Street
Tulsa, Oklahoma 74145

This kit contains 30 tapes, a Career Survey and Placement Chart, and a Teacher's Guide. The 30 tapes are 60 career interviews with people who are working at their jobs. Sixty per cent of these deal with careers of a professional nature, requiring a bachelor's or graduate school degree; the remaining forty per cent deal with careers of a non-professional nature, requiring some or no training beyond high school. Many careers for women are deliberately included.

The Career Survey and Placement Charts are to help the student zero in on an area of interest, before choosing a specific tape to listen to. It helps him to organize information and somewhat prevent haphazard choices.

Desk-top Career Kit

Careers
Largo, Florida

This kit contains career briefs, training guides, and career reprints on many of the jobs and positions available under the general headings:

Professional careers
clerical careers
service careers
farming and fishing
processing machine trades
bench work
structural work
miscellaneous

Numerous specific jobs or careers are classified under one of the above headings.

a) The briefs very generally, provide a definition of the job, its duties, qualifications, working conditions, and opportunities, and other interesting related information.
b) The training guides list the addresses of the schools, colleges, and institutes where the required studies may be taken.
c) Career reprints are articles about a career or careers from national magazines.

Industrial Arts Curriculum Project

McKnight & McKnight Publishing Co.
Bloomington, Illinois

This project consists of two sets of books, which make up an integrated two-year program designed to provide educational and occupational guidance for the student in junior high school. This two-year sequence is an introductory study of industrial technology. The first-year course is in construction technology; the second-year course is in manufacturing technology. Each set is a total educational package. Included in each is a textbook, Laboratory Manual, and Teacher's Guide. The textbook presents a carefully structured body of knowledge. The companion Laboratory Manual provides the student with activities which reinforce each concept. The Teacher's Guide includes behavioral objectives, time schedules, demonstrations, discussion questions, achievement tests, and other helpful hints.

T
Career Dev.
Sec.
McKnight & McKnight
Publishing Co.
1971

The World of Construction

This is the first part of the two-year program. It is a comprehensive and innovative course in construction --- divided into three major sections:

a) An analysis of the management-personnel-production system in construction
b) A synthesis of housing construction practices
c) A synthesis of city and regional planning practices.

T
Career Dev.
Sec.
McKnight & McKnight
Publishing Co.
+ Filmstrip
1971

The World of Manufacturing

This is the second part of the two-year program. It is a comprehensive and innovative course in manufacturing --- divided into three major sections:

a) An introduction that provides a brief history of man and an overview that provides an analysis of the major concepts of the course.
b) An analysis of the management-personnel-production system in manufacturing.
c) A synthesis of manufacturing practices applied to the corporation.

N.B. This package also includes a filmstrip entitled, "Introduction to the World of Manufacturing".

The Job Attitudes Series

Guidance Associates
Pleasantville, N. Y. 10570

More than eighty per cent of job failures are due not to technical inability, but to personality problems. The Job Attitudes Series is directed against this massive area of failure. Each of the six kits contains a filmstrip or filmstrips. Besides having the accompanying record for the filmstrip, a script is provided in the discussion guide. Following, is a description of each of the six kits.

T
Guidance Kit
Guidance Assoc.
of Pleasantville
1970

A Job That Goes Someplace

2 full-color filmstrips
2 12" lp. records
1 discussion guide

Running time: Part 1 - 9 minutes
Part 2 - 9 minutes

The basic objective of this program is to demonstrate to students that the only job worth having is a job that goes someplace. It illustrates graphically how students can "make it in the system", by dramatizing a variety of attitudes and personal qualities that produce both positive and negative results in the job marketplace. It also points out the "rules of the game", the opportunities to exploit, and other related areas.

T
Guidance Kit
Guidance Assoc.
of Pleasantville
1971

Jobs and Genders

2 full-color filmstrips
2 12" lp. records
1 discussion guide

Running time: Part 1 - 9 minutes (63 frames)
Part 2 - 9 minutes (62 frames)

"Jobs and Genders" questions the old attitudes about men's and women's jobs. The students are exposed to people who have crossed the sex/work barriers. They see and hear through interviews, a male nurse, a woman reporter, a male kindergarten teacher, and a male student of early childhood education. Each tells in his/her own words what it was like to choose their careers, what they do at their jobs, and how they feel about job stereotyping.

T
Guidance Kit
Guidance Assoc.
of Pleasantville
1970

Liking Your Job and Your Life

4 full-color filmstrips
2 12" lp. records
1 discussion guide

Running time: Part 1 - 9 minutes
Part 2 - 7 minutes
Part 3 - 8 minutes
Part 4 - 7 minutes

This kit attempts to help foster a valid and dignified attitude towards "skilled blue collar work". Four jobs are presented--construction work, factory work, community work, and television repairing. Each of the workers speaks of the training necessary for his job, of income, personal pride, ambitions, future possibilities, and status in the community.

T
Guidance Kit
Guidance Assoc.
of Pleasantville
1970

On the Job - 4 Trainees

4 full-color filmstrips
2 stop-banded records
1 discussion guide

Running time: Part 1 - 8 minutes (50 frames)
Part 2 - 7 minutes (46 frames)
Part 3 - 8 minutes (40 frames)
Part 4 - 7 minutes (52 frames)

The intention of these four filmstrips is to articulate valuable and dignified alternatives for students who are seeking growth choices beyond the traditional academic world. Four different models of training programs and jobs are presented:

a) advanced vocational education - hotel and restaurant manager
b) apprenticeship - machinist
c) an upgrading program - licensed practical nurse
d) on-the-job training - general utility man

The trainees themselves speak about their lives, their motivations, their hopes and their successes.

T
Guidance Kit
Guidance Assoc.
of Pleasantville
1970

Trouble at Work

4 full-color filmstrips
2 banded records
1 discussion guide

Running time: Part 1 - 8 minutes
Part 2 - 5 minutes
Part 3 - 6 minutes
Part 4 - 5 minutes

The purpose of these filmstrips is to help create among the students an inquisitive dialogue which will result in an understanding of the typical on-the-job conflicts, and better equip the students to enter the working world. Though the jobs represented here are that of mechanic, salesgirl, nursing supervisor and gas station attendants, they deal with inter-personal conflicts that are fairly universal.

T
Guidance Kit
Guidance Assoc.
of Pleasantville
1970

Why Work At All?

1 full-color filmstrip
1 12" lp record
1 discussion guide

Running time: 10 minutes

This kit is a one-part introduction to a discussion of basic work values. It raises some basic and challenging questions about the role of work in individual personality development, ... work as a key to independence, as an outlet for energy, as a means of achieving satisfaction, and as a means of channeling hostile and aggressive drives.

T
Career Dev.
Sec.
Kit
S.R.A.
1970

Job Experience Kits

Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

The Job Experience Kits are simulated work experiences in career exploration. Each kit gives the student a chance to try out realistic work problems in a specific occupation, of which there are twenty. The kit puts him inside the job. The student is given the opportunity to work out problems that are as similar as possible to those encountered by workers on a specific job. Some of the jobs dealt with herein are plumber, truck driver, motel manager, X-ray technician, beautician, designer, policeman, and thirteen others.

T
Career Dev.
Game
W.P.C.
1969

Life Career Kits

Western Publishing Co., Inc.
Developed by Sarane S. Boocock
Academic Games Associates

Life Career is a simulation of the way the labor market, educational opportunities, marriage and leisure patterns operate in our society. Through its use, students are able to walk through a span of eight years into the future, as the decision-makers for a fictitious person presented to them in the form of a profile or case history. Life Career is designed to meet four basic requirements for intelligent career decision-making.

a) a feeling for what the future will be
b) accurate information about the alternatives or opportunities available
c) a sense of how a life cycle is patterned
d) practice in decision-making.

T
Career Dev.
Sec.
Kit
S.R.A.

SRA Career Information Kit

Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

This "Career Information" kit contains approximately 200 folders on descriptions of 200 careers. Each folder contains an SRA Occupational Brief, which defines the specific occupation, tells of its salary, benefits, problem areas, etc. Included are addresses where one might get additional information. Many of the folders also contain extra pamphlets from the Department of Labor, from institutes, from trade unions and other sources to provide more information. Some of the careers are in the areas of electronic data-processing work, social sciences, performing arts, foreign language work, medicine and allied work, metalworking industries, and mining and mineral products industries, etc.

T
Career Dev.
Kit
S.R.A.
1962

WORK - (Widening Occupational Roles Kit)

Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

This kit has been specifically designed to help schools provide students in grades 6 through 9 with a cohesive

program to foster vocational maturity. The aims of the materials are many. One of them is to seek to enlarge a student's understanding and awareness of the world of work and its relation to schoolwork. Another is to provide the students with a chance to recognize his social and cultural heritage as they relate to its occupational attitudes.

The components of this kit are Guidebook, 5 filmstrips, Junior Occupational briefs, Junior Guidance Booklets, and student record books.

a) Junior Occupational Briefs - Each brief describes a typical person at work in the occupation presented, depicting not only some of the typical activities of the worker, but also the psychological aspects of the job - its possible frustrations and disadvantages, as well as its possible rewards and advantages. 400 job titles are presented.

b) Junior Guidance Booklets - These 6 booklets provide outside reading on topics relevant to the WORK program.

c) Student record books - There should be one per student to record his interests, abilities, achievement, activities, and hobbies.

d) The 5 filmstrips in WORK are perceived as an effective means of introducing WORK--its purposes, concepts, and materials.

BIBLIOGRAPHIES

255
37-0
Univ. of Mo.
1970

Annotated bibliography of publications and reports of research dealing with the interpretation of the "World of Work" to elementary children.

University of Missouri
Dept. of Practical Arts and
Vocational-Technical Education

255
37-0
Sextant Systems
1971

Career Information (Directory)

A. L. Block, M. A.
Sextant Systems, Inc.
Milwaukee, Wisconsin

A directory of free materials for counselors and teachers. Twelve thousand publications are listed in it. Some titles refer to very specific job classifications, some to broader educational clusters, some to very general concepts in vocational guidance as--job applications, employment interviews, career selections, and educational planning. A varied assortment of materials is available from these sources.

255
37-0-1
Human
Services Press
1971

Women - A bibliography on their education and careers

Helen S. Astin, Nancy Suniewick, Susan Dweck
Human Service Press
Washington, D. C.